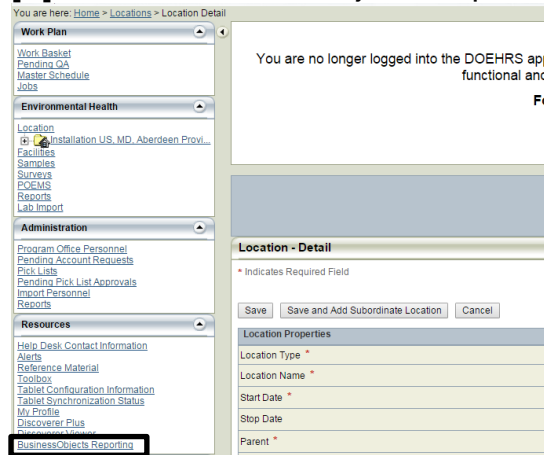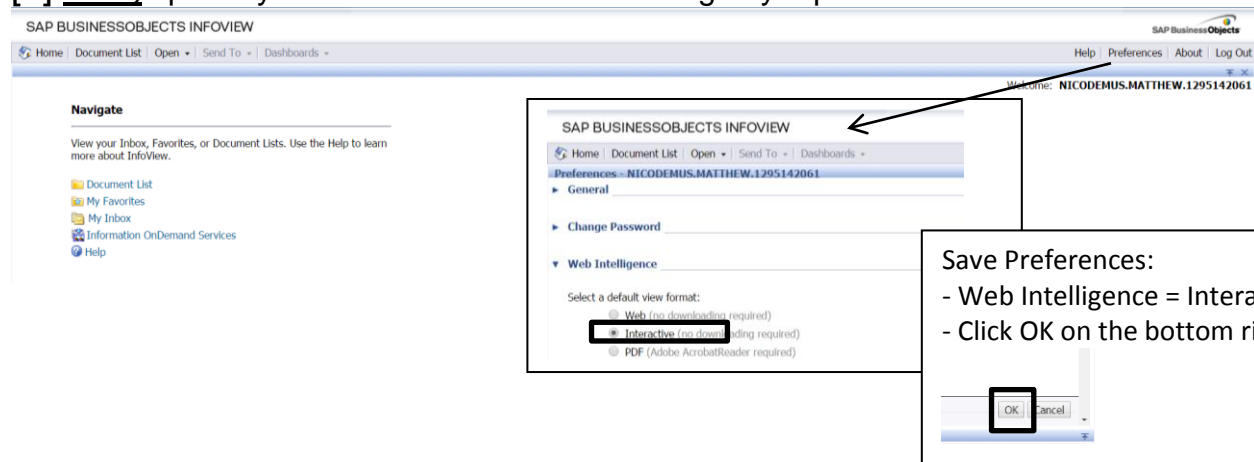# Using the Business Objects "Data Warehouse" for Sanitation Reports

Example shown for 2973 results
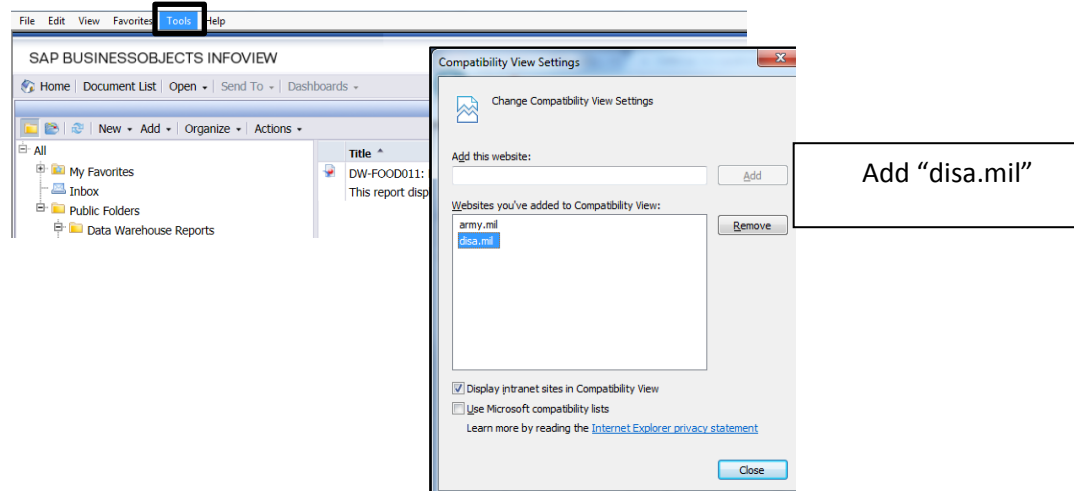
[1] Access Business Objects Reporting from the DOEHRS-IH website.
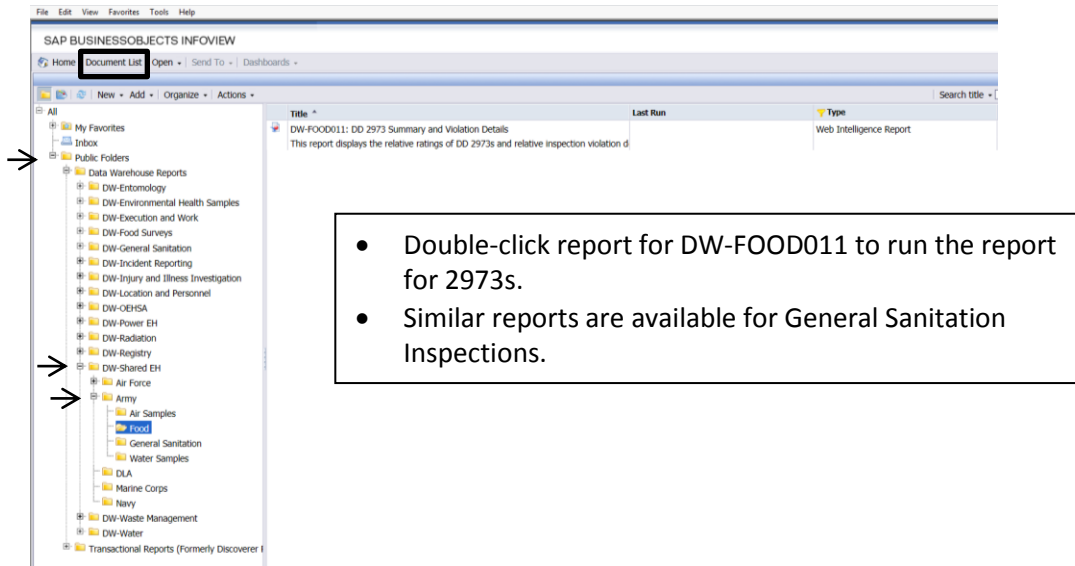

[2] *First,* update your Preferences before running any reports.

Save Preferences:
- Web Intelligence = Interactive
- Click OK on the bottom right

[3] *If using I.E. 11*, go to Tools -> Compatibility View settings

Add "disa.mil"

All tutorials found here:
https://phc.amedd.army.mil/topics/envirohealth/hrasm/Pages/DOEHRS_Resources.aspx
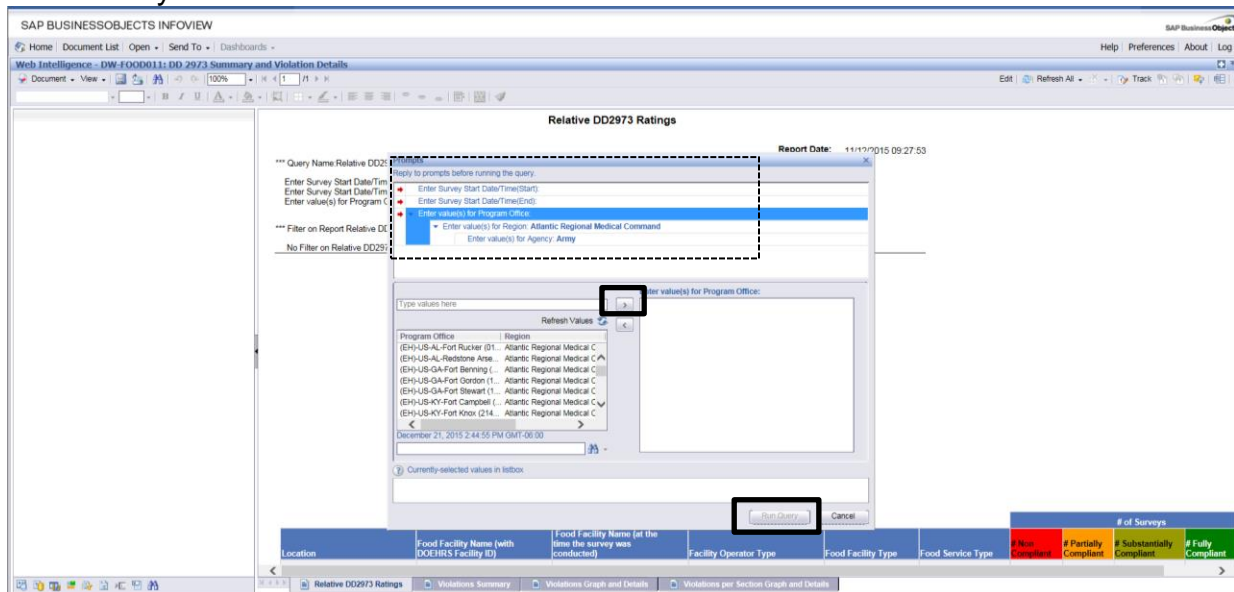
[4] Click on <u>Document List</u> and then expand the "Public Folders" as shown to the "DW-Shared EH" folder.

- Double-click report for DW-FOOD011 to run the report for 2973s.
- Similar reports are available for General Sanitation Inspections.

[5] Start *from the bottom of the Prompt* and select the Agency (Army), Regions(s), and Program Office(s). The Date = Start Date marked on the Survey in DOEHRS. "Run" when ready.

All tutorials found here:
https://phc.amedd.army.mil/topics/envirohealth/hrasm/Pages/DOEHRS_Resources.aspx

[6] Report Names/Types are *tabbed at the bottom*. Use the **Input Controls** to filter results. Click "OK" to activate the Input Control (use a crtl+click for multiple choices).

Criteria/Filters Shown here.
Input Controls can be reset.
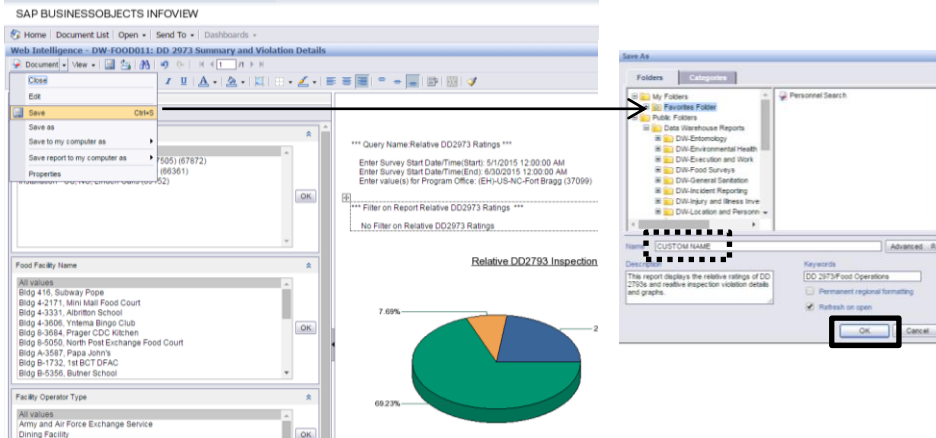
Adjust Dates on original query

Input Controls; these are different for EACH tab/report.

[7] Export Results to Excel as shown.

All tutorials found here:
https://phc.amedd.army.mil/topics/envirohealth/hrasm/Pages/DOEHRS_Resources.aspx

[8] Save Program Office(s) used in the query other Criteria to your <u>Favorites</u>. Make a Custom Name as needed. Note: this step is not required, but may be useful for making Reports per Region or different Program Offices.

Other Tip: To change the graph type, right click -> "Turn chart to…". Adjust Sort order as shown.

All tutorials found here:
https://phc.amedd.army.mil/topics/envirohealth/hrasm/Pages/DOEHRS_Resources.aspx